

SPECIAL FINANCE COMMITTEE OF THE WHOLE

OCTOBER 4, 2011

The meeting was called to order by Mayor Moede at 5:40 p.m. with the following Roll Call:

Members Present: Ald. Toellner, Ald. Sertich, Ald. Schmidt, Ald. Schaefer, Ald. Pasbrig,
Ald. Redeker

Members Absent:

Others Present: Mayor Moede, Deanna Boldrey, Kathie Wild, Don Neitzel, Mike Kurutz, Alixe Bielot,
Roger Williams, Carla Hagen, Chris MacNeill, Jeremy Vanderloop, Leslie
Hershberger, Linda Turk, Kate Liebenow, Ben Brown, Lisa Schmitt, Dave Pieper,
Mary Beth Gehl

Item #2 – Budget Remarks by the Mayor.

Mayor Moede commented that many hours have already been spent working on the 2012 budget. He, Ald. Sertich, and Kathie Wild have met with each department looking for additional reductions.

Item #3 – Clerk to Present & Read Resolution 4341-2009 Approve Financial Recovery Plan of 9 Years that will Rebuild the Undesignated Fund balance to 25% Reserve at an Estimated Annual Amount of \$365,000.

The Clerk read the resolution. Kathie Wild gave a background to the resolution showing that the City has been staying on budget. The deficit has been decreasing over the last two years. Right now the City is at \$1.9 million deficit, and we were at \$2.4 million deficit. 2011 was the first year to budget the \$365,000 surplus. We have been staying on budget.

The Mayor reminded the Council to speak up if they have a question.

Item #4 – Clerk to Present & Read Resolution 4272-2008 Review of Vehicle Registration Fee Ordinance Annually with Possible Recommendation of Amendments to Ordinance 1013-2008 Vehicle Registration Fee.

The Clerk read the resolution.

Item #5 – 2012 Budget Request Presentations.

A. Chamber of Commerce.

Jeremy Vanderloop and Leslie Hershberger of the Chamber came to the podium. Jeremy noted that there has been great success in the Chamber this year especially with electronic advertising. They have taught electronic media and held training classes for Windows 7 and Office 2010. They have given support to new businesses and established businesses. They have supported open houses and tours. A relocation packet is available for those relocating to Mayville. Also, the Chamber has supported business with recommendation letters. It was noted that the Chamber's website was updated this year and has dramatically improved. Tourism for Dodge County has expanded and maps are being worked on. The Chamber sponsors the Citizen of the Year and the Business of the Year, the Easter Baskets, the Audubon Days festival and bed races. It was noted that the Audubon Days is the largest festival in the County, except for the fair. It is a fundraiser for everyone else. Leslie Hershberger noted that she is collaborating with County and surrounding communities. Leslie also spoke of the 3/50 project. She noted to pick 3 businesses locally per month and to spend \$50 at that business. She continued to note the importance of supporting the local businesses. The new sound system that is down town was noted. It is available for all. Jeremy concluded by noting that the Chamber is asking for \$7,500 which is an increase of \$1,500.

B. Main Street Mayville.

Kate Liebenow and Mindy of Main Street Mayville came to the podium. Kate noted that the requested \$6,000 will allow them to continue the events downtown. There are open businesses that need to be filled. Kate referred to the schedule of events that show Maxwell Street Days,

Concerts in the Park, Holiday Event with Parade, Green Market, and Car Shows. She noted that most events are run by volunteers. The business donations made up about 5% of the budget last year.

C. Graceland Cemetery Association.

Carla Hagen of the Graceland Cemetery came to the podium. Carla noted that the Graceland Cemetery is requesting \$11,125 for the 2012 Budget. It was noted that last year it was \$32,000. The 2012 request is more in line with previous years. Carla noted the work that was done this year to cut costs and save money such as the ground dirt and cutting trees. The rates on burial sites were raised. Also, Carla mentioned that they do not get too much on interest right now.

Item #6 – Discuss/Recommend 2012 Schedule of Fees.

Deanna introduced the item. She noted that the Schedule of Fees is the setting of the fees for the next year. She noted the comparison that was done with other communities on the Animal Licensing Fees, Operators License Fees, and Liquor / Cigarette Licensing Fees for comparison.

Deanna gave history to the liquor licensing fee that in 2011 the fee increased by \$25, and is currently set at \$400. By state statute the fee cannot be more than \$500. This line item was raised \$50 in 2010, from \$325 to \$375. The proposal is to increase the “Class A” and “Class B” Intoxicating Liquor License Fee by \$25 to \$425. She noted that to date there have been over \$900 in attorney’s fees related to liquor licensing. In 2010, there was approximately \$682 in attorney’s fees. Also in 2009 the liquor license suspension attorney fees were over \$2,000. Also, there is \$9,475 in revenues for the Liquor/Fermented Malt Beverage Licenses for 2012 and two open “Class B” Liquor Licenses.

Deanna noted that operator’s license fees were increased with the 2011 budget from \$20 to \$30 for a one year license and from \$30 to \$40 for a two year license. Previously, the operator’s licenses had been increased in 2006 by \$5. The provisional license is currently set at \$10 and the state maximum is \$15. In 2010, there were 18 provisional licenses and there have been 12 to date in 2011. This fee could be increased to \$15. The proposal is to increase the provisional operator’s license fee to \$15.

Deanna reported that residents need to be encouraged to license their dogs and cats. There is a notice in their tax bill, there is a notice in the paper and posted, and there is a notice mailed to those that may have forgotten to get an animal license. This year a notice was also on the water bills. That seemed to help people to remember. Spayed/Neutered Cats and Dogs are \$10. Non-Altered Cats and Dogs are \$16. The late fee is \$5. The non-altered cats and dogs fee was decreased in 2000 by \$6. The proposal is to increase non-altered cats and dogs fee by \$2 to \$18 and also to increase the late fee from \$5 to \$10.

In addition the City sends a report to the County of the licensed dogs and a portion of the fees go to the County. Of the \$10 collected per altered dog \$2.50 goes to the County. Of the \$16 collected per non-altered dog \$7.50 goes to the County. (The City does get a portion of that unused money back from the County.)

Motion by Ald. Pasbrig, second by Ald. Sertich to recommend 2012 Schedule of Fees. Motion carried 6-0.

Item #7 – Discuss/Review/Recommend 1st Draft of 2012 City Budget.

With no objections from the Council, Mayor Moede temporarily turned the gavel over to Ald. Sertich, Finance Chair.

Ald. Sertich explained the rules of the meeting. She noted consensus of a straw poll will be used during the meeting and items for more discussion will go on the parking lot for items of concern. She noted for the Council Members to raise their hand for acknowledgment.

Kathie Wild gave description to a report of expenditures by department that she distributed to the Council. The report showed that from 2012-2009 expenses for the general fund expenses have went down by \$120,000 or a 3.75% decrease. From 2012 – 2011 expenditures went down \$45,000 or a 1.46% decrease. She also noted that salaries have also decreased.

Kathie also gave an overview on the general fund and other funds. She noted that the General Fund is Fund 10. The General Fund is not the only fund that makes up the tax levy. In 2010 there was an increase of 8.5% to the levy and in 2011 there was an increase of 2.7% to the levy. Kathie noted that the 2012 Budget is doing much better at this stage of the game.

Ald. Sertich commented that the shortfall with the state has been made up, and there is an attractive budget in place.

Kathie Wild continued with explanations to the expenditure restraint. In the past expenditures could be increased by 3%, now there is a cap at zero. She noted that general fund expenses cannot be increased over the prior year's expenses (2011). At this point we have decreased expenses by 1.46% or \$45,000. She noted the importance of the complying with the expenditure restraint or the City would not get the \$85,000 from this program.

Ald. Sertich noted that this is a crucial time and the City can catch up on the streets.

Don Neitzel – Planning Engineering (Public Works Budget).

It was reported that the contracted services are at \$70,000. Ald. Pasbrig noted that with the items with Veolia, we need Don's level of expertise. There are not a lot of projects in 2012, but a lot of resurfacing. Ald. Pasbrig questioned how many resurfacing projects there will be in 2012. Don noted that no infrastructure except for Barwig Liftstation; mostly repaving.

Christine Churchill – EMS Coordinator.

It was noted that the biggest change is the ambulance fees. Christine noted this revenue is declining because of the decline nationwide and the number of patients that are medicaid and medicare. It was noted that revenues went down from \$285,000 to \$250,000. The revenue dollars do not include the possible addition of the transport service. Ald. Redeker questioned the unemployment line. It was noted that this is out of the City's control and is happening in many other departments. Christine went on to explain the transport service. It was also noted that the EMS's big focus is fundraising. The intention is to replace obsolete items with fundraising dollars. Currently, they are working on a letter campaign. Item 106-000 Salary Temp was put on the parking lot. It was noted that the FAP funding is down from \$4,800 to \$1,960. Christine noted that the FAP (Fund 24) is the rainy day fund if something breaks. Also noted was the ambulance equipment fund (Fund 46).

Roger Williams – Fire Department Chief.

Kathie Wild noted that the payment in lieu of taxes is from the utilities and is a journal entry done at the end of the year. Also the firework's fundraising has moved to the Mayor's Budget. 101-000 Salary Perm Regular was moved to the parking lot. Roger noted that brakes need to be fixed on one of the trucks. Ald. Sertich commented to reduce meals to \$500. It was noted that the Fire Department now leases their copier.

It was noted that the Mayor is looking for volunteers for the fire works committee.

Ald. Pasbrig questioned the life insurance item. It was noted that the Fire Department believes that the City should pay for their life insurance out of the general fund. Kathie Wild reported that the life insurance is through State Farm. The EMS has the same life insurance but it is funded with fundraising money. If their

life insurance is paid for by the general fund for the Fire Department than what about the other part-time employees? Ald. Sertich checked with surrounding communities and found that they are not paying the life insurance for volunteer Fire Departments. It was noted that the Fire Trust Fund (Fund 75) will eventually be at zero if they do not do any fundraising and continue to pay for the life insurance from that fund. They currently have monies in the Fire Trust Fund (Fund 75). The item was placed on the parking lot.

Fire Department training was questioned. Roger noted that there is a conference yet this year and he would go but now cannot. Right now he is sending someone else.

Roger Williams – Emergency Government.

Roger noted that the Police Chief will hand out the second bid for the sirens. The upgrade was for Dodge County Narrow Band. 101-000 of the Emergency Government was moved to the parking lot.

Motion by Ald. Redeker, second by Ald. Pasbrig to recess at 7:15 p.m. Motion carried 6-0.

Meeting was called back to order at 7:24 p.m.

Mike Kurutz – Director Parks, Recreation, and Public Works.
Streets and Roads.

It was noted that the General Transportation Aids went down to \$282,932. The Mayor noted that building permits and zoning contract services were reduced. The increase of weed control was noted. Mike Kurutz noted that the increase is due to the increase in fees and has reduced the number of weed notices.

Kathie Wild noted that Mike's wages are allocated to numerous accounts.

The Wheel Tax item was put on the parking lot.

The street light repairs were noted.

Item 362 for Salt was noted. Mike noted that there is 1,400 tons of salt budgeted which includes 200 in reserve; which means the City must take at least 1,200 ton. The salt is bid in July and locked in with the state. Mike noted that there will be an early fill this year and we will be using the FEMA funds to offset the costs. The first 2012 delivery will come in December.

Item 804 Equipment Other - was put on the parking list. Mike noted that they have previously tested SCAG mowers. SCAG has told him that there are no guarantees on mowers for 2012. He is looking to purchase two mowers. One in the capital improvement budget and one in the general fund budget. Ald. Sertich questioned if SCAG is able to supply one, is there a need to purchase two? Mike noted that there is no guarantee that SCAG will provide any mowers. Mike was able to get 0% interest for two years. This would spread the cost over 2012-2013 general fund budgets. One quote was from Knowles at \$4,574 and another quote was from Reedsburg at \$4,412. He is only looking at SCAG mowers because of the past support SCAG has given for 15 plus years. They are a local home grown company.

Item 806 Equipment Shop – which is a lift for the shop was put on the parking lot. This is a needed lift / hoist for the city garage. It would fit in the shop and bolts to the floor. They would be able to do a lot more maintenance. Ald. Sertich noted the safety.

Parks.

Item 903 Parks Pool Transfer to TAG – was put on the parking lot.

Mike Kurutz – Director Parks, Recreation, and Public Works.

Rec League Fund (Fund 88).

Mike noted that this is the fund for the Rec. League Account that funds softball, volley ball, youth programs, and other leagues. It is self sustaining. He does the programs that there is a need for and that are well attended.

Lisa Schmitt, Dave Pieper, Mary Beth Gehl – TAG Center.

Lisa Schmitt noted the addition of the personal training revenue item in the budget. Currently, Sue Retzlaff is the personal trainer at the TAG Center. The question came up that another person is now certified and is interested in personal training at the TAG Center. Now the TAG Center would like to charge a fee for a personal trainer to use the facility for personal training. It was noted that membership revenues are down. They currently have 100 people signed up for the silver sneaker program. Lisa noted that a large number of the memberships have not hit the new increased fees implemented in 2011 because of the anniversary date of their membership. Ald. Sertich questioned if they have done any adjustment to the fees such as daily fees or aquatics. Lisa noted that they have not seen a full cycle of the new fees yet. A lot of people already believe the TAG Center is too expensive.

Item 49210-96 Admin & General Transfer to General fund was put on the parking lot.

Ald. Pasbrig questioned if Mary Beth and JoAnn are able to participate in the life insurance because they now get WRS. They will run aquatics class 12 months of the year.

Item 90-325 CO2 System was noted and the concern of the acid on the premise. Looking at cost reduction by going to another company.

It was noted that the TAG Center added a new copier.

It was noted that Dave will be using the County Program for the work outside and this will save the TAG Center some monies.

Ald. Sertich noted that Ashley Schabel is working to get bids on the fire testing.

It was noted that the TAG Center pool was drained in August to put new grates in. He does let part of the water out two times a year because of the CO2.

Chris MacNeill.

Police Department.

It was noted that \$100 was added to the revenues for the finger printing service and warrant fee.

Item 107 Wages Standby is on the parking list. This was added due to the requirement of the police department administrative assistants to be on call and stay in the area.

21-206 Police Department Education includes \$250 per employee as the norm. This does apply the 24 hours of training for the officers and also includes dispatchers. The education line item was placed on the parking lot due to Chris MacNeill's request for the Master's program at \$7,200.

The Military Surplus program was added under membership 21-302 and was explained by Chris MacNeill. The membership fee is \$500. There is no cost for the items except for shipping on some. The item was placed on the parking lot.

It was noted that the rental of the mats will be removed and cleaned by janitors. Also the dumpster at City Hall/Police Department will be discontinued and the DPW will transport the trash to City dumpsters.

GPS has been added to the cars through a grant. The only cost is the satellite. The three year contract is \$1,350 per year. The County can track the cars. The program will alert Chris to any recalls and routine maintenance. He can even track the gas mileage per vehicle.

Item 820 Equipment was placed on the parking lot for further discussion. This is for the lease for a Chevy Tahoe. Also placed on the parking lot was Item 331 Equipment supplies. This is for striping and equipment for the Tahoe.

Crossing Guards.

Ald. Sertich and Kathie Wild approached the schools to split the crossing guards to 50/50, this will bring savings.

Alixé Bielot.

Library.

Ald. Redeker questioned the phones on the budget. Kathie Wild noted that in 2010 there was not enough budgeted. Alixe noted that it is split.

Alixé noted that there was not advance notice to the decrease of the budget line item 808 Books. It was noted that there was discussion with Grant Larson. It was questioned why the money for book fines is not in the general fund and put in the library trust fund. Alixe noted that it cannot be mixed in the general fund. Kathie Wild read the state statute, noting the library has control of where monies are put. Kathie Wild noted that the library trust fund has \$55,000 balance. Every year there is money left there and it carries over each year. Ald. Sertich noted the change with the ACT 10 eliminating the library maintenance of effort. Alixe noted that the budget has been flat for three years. Ald. Sertich noted the need for the budget to be consistent with other departments. Alixe noted that she would have liked to have known about this before this afternoon. Ald. Schmidt questioned if they are being penalized for being frugal.

It was commented that the Bachhuber Fund donation is used to supplement the book budget in the library trust fund. Also, the Dodge County grant offsets for the County users. It was noted that the library trust fund is in control of the Library Board. The line item of 808 Books was put on the parking list.

Deanna Boldrey.

General Admin.

The General Admin budget was discussed. Training for both the Clerk and Deputy Clerk was noted.

Also noted was the requests for the Main Street Mayville, Chamber, and Cemetery. It was noted to put these items on the parking lot.

Deanna Boldrey.

Elections.

The Election budget was discussed. Deanna noted that she is budgeting for five possible elections in 2012. The meal line item 307 was put on the parking lot.

Kathie Wild.

City Hall.

The City Hall budget was discussed.

Kathie Wild.

Comptroller, Senior Center, Risk Property, Golf Course, Landfill Settlement

The Comptroller budget was discussed. The General Property Tax item was put on the parking lot. Training for both the Comptroller and Deputy Clerk were noted.

The Senior Center Budget was also discussed. It was noted that they want to pay their janitor from the general fund completely. This item was placed on the parking lot.

The Golf Course Budget was noted as they are not asking for any additional monies.

The Landfill Settlement account was noted. The landfill attorney line item was placed on the parking lot along with the property tax item.

The Transfer from the Water and Sewer was noted and the Transfer from the Utility and Sewer to the General Fund was noted.

The Shared Revenue \$30,000 difference was noted. Shared Revenue decreased from \$832,000 to \$784,000.

Kathie Wild noted the Auditing fee. She noted that there have not been a lot of entries from the Audit. She also noted the HR Hotline.

Kathie Wild commented on the outstanding personal property taxes. She has gone one year back to other taxing jurisdictions to recoup some of the uncollected tax amounts.

Kathie noted that she has estimates entered on the insurance. She is waiting on actual numbers.

Item #8 – Adjournment

Motion by Ald. Redeker, second by Ald. Sertich to adjourn at 9:45 p.m. Motion carried 5-1, Ald. Schmidt voted no.

Deanna Boldrey, City Clerk